OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Transaction Code Table (TC)

Quick Reference Guide
Screen TM.8
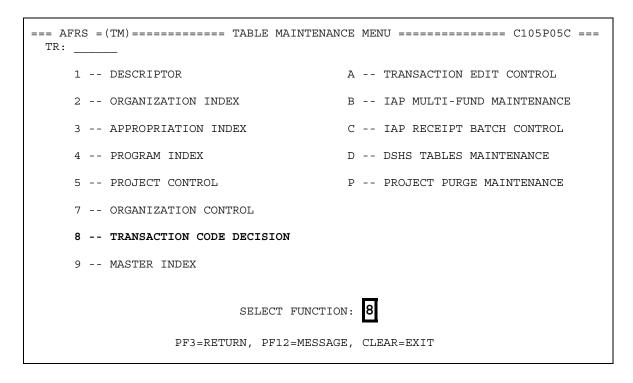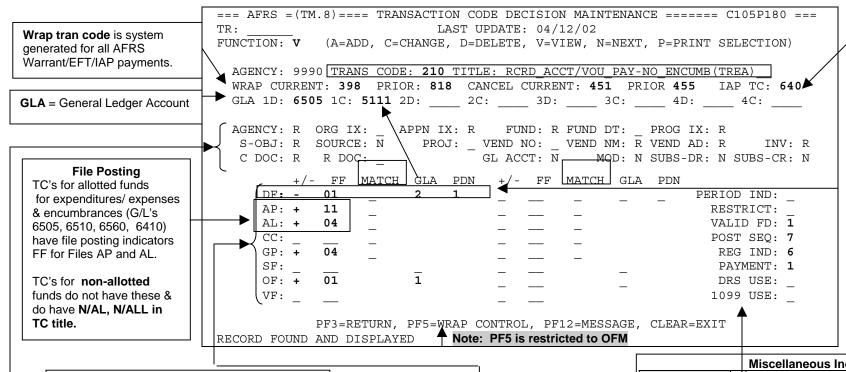
August 2005

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To access the Transaction Code Decision table, type your agency number and type
TM in the Select Function field on the AFRS Primary Menu. Press Enter.

```
=== AFRS ====================== PRIMARY MENU ==================== C105P05A ===
      TM -- TABLES                        IN -- INPUT/CORRECTION

      MI -- MASTER FILE INQUIRY           VE -- VENDOR/PAYMENT/CANCELLATION

      RD -- ON-DEMAND REPORTING           RR -- REPORT REQUEST

      BI -- BATCH INTERFACE LOG           DR -- DISBURSEMENT REPORTING SYSTEM

      SS -- SYSTEM SECURITY               OM -- OMWBE REPORTING

      CL -- HELP PHONE LIST               MR -- MANAGEMENT REPORTING SYSTEM

      EX -- EXCHANGE DATA SETS
                              AGENCY: XXXX

                      SELECT FUNCTION:  TM


                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

On the Table Maintenance menu, type **8** in the Select Function field. Press Enter.

```
=== AFRS =(TM)============= TABLE MAINTENANCE MENU =============== C105P05C ===
  TR: _____

      1 -- DESCRIPTOR                    A -- TRANSACTION EDIT CONTROL

      2 -- ORGANIZATION INDEX            B -- IAP MULTI-FUND MAINTENANCE

      3 -- APPROPRIATION INDEX           C -- IAP RECEIPT BATCH CONTROL

      4 -- PROGRAM INDEX                 D -- DSHS TABLES MAINTENANCE

      5 -- PROJECT CONTROL               P -- PROJECT PURGE MAINTENANCE

      7 -- ORGANIZATION CONTROL

      8 -- TRANSACTION CODE DECISION

      9 -- MASTER INDEX


                      SELECT FUNCTION:  8

                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Or, from any other AFRS screen, type **TM.8** in the TR: _____ (transfer field) and
press Enter.

Wrap tran code is system generated for all AFRS Warrant/EFT/IAP payments.

GLA = General Ledger Account

```
=== AFRS =(TM.8)==== TRANSACTION CODE DECISION MAINTENANCE ======= C105P180 ===
TR: _____                        LAST UPDATE: 04/12/02
FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

  AGENCY: 9990 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)__
  WRAP CURRENT: 398  PRIOR: 818  CANCEL CURRENT: 451  PRIOR 455   IAP TC: 640
  GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____

  AGENCY: R  ORG IX: _  APPN IX: R   FUND: R FUND DT: _ PROG IX: R
   S-OBJ: R  SOURCE: N     PROJ: _ VEND NO: _ VEND NM: R VEND AD: R    INV: R
   C DOC: R    R DOC: _              GL ACCT: N    MOD: N SUBS-DR: N SUBS-CR: N

        +/- FF MATCH GLA PDN   +/- FF MATCH GLA PDN
   DF: -  01        2   1      _  __  ___  ___     PERIOD IND: _
   AP: +  11        _           _  __  ___  ___      RESTRICT: _
   AL: +  04        _           _  __  ___  ___      VALID FD: 1
   CC:    __        _           _  __  ___  ___      POST SEQ: 7
   GP: +  04        _           _  __  ___  ___       REG IND: 6
   SF:    __                    _  __  ___  ___       PAYMENT: 1
   OF: +  01        1           _  __  ___  ___       DRS USE: _
   VF:    __                    _  __  ___            1099 USE: _

            PF3=RETURN, PF5=WRAP CONTROL, PF12=MESSAGE, CLEAR=EXIT
RECORD FOUND AND DISPLAYED    Note: PF5 is restricted to OFM
```

File Posting
TC's for allotted funds for expenditures/ expenses & encumbrances (G/L's 6505, 6510, 6560, 6410) have file posting indicators FF for Files AP and AL.

TC's for **non-allotted** funds do not have these & do have **N/AL, N/ALL in TC title.**

IAP TC = Interagency Payment Tran Code
Designates a **TC** comparable to **210** that will be used for inter-agency payments when a statewide vendor number is used to pay an agency signed up for **IAP.**
Document File Posting
TC 210 is posting the current document # (PDN1) to the document file (note # in FF for DF) for general ledger (GLA) in position 2 (5111 - accounts payable). Liquidation TC's for encumbrance or payable, may require reference document # to MATCH current document # of original transaction**.**

Transaction Edit Indicators
(R=Required, N=Not Allowed, blank=Optional)

Screen TM.8		AFRS Field Name
AGENCY	=	Agency Number
ORG IX	=	Organization Index
APPN IX	=	Appropriation Index
FUND	=	Accounting Fund
FUND DT	=	Fund Detail
PROG IX	=	Program Index
S-OBJ	=	Sub-Object
SOURCE	=	Major Group & Major Source
PROJ	=	Project Number
VEND NO	=	Vendor Number
VEND NM	=	Vendor Name
VEND AD	=	Vendor Address
INV	=	Invoice Number
C DOC	=	Current Document #
R DOC	=	Reference Document #
GL ACCT	=	General Ledger Account #
MOD	=	Modifier
SUBS-DR	=	Subsidiary Account Debit
SUBS-CR	=	Subsidiary Account Credit

Summary Financial Files

DF	=	Document File
AP	=	Appropriation File
AL	=	Allotment File
CC	=	Cash Control File
GP	=	Grant/Project File
SF	=	Subsidiary File
OF	=	Operating File
VF	=	Not used

Note: General Ledger File is automatically posted.

Indicators

+	=	Add/Debit
-	=	Subtract/Credit
FF	=	Financial Field updated
Match	=	M= Match Required N= Match Not Allowed
GLA	=	**For a Tran Code on Screen TM.8, position of General Ledger Account** Positions available = 1-8.
PDN	=	Posting Document Indicator 1=Current Document #, 2=Reference Document #

Miscellaneous Indicators:

PERIOD IND (Valid Fiscal Months for Tran Code)	=	Blank = all months	E = 13-24, 25
		A = 1-12	F = 25
		B = 1-12, 99	G = 1-24
		C = 99	H = 25 or 99
		D = 13-24	I = Invalid
RESTRICT	=	O = Restricted to OFM T = Restricted to Treasurer	
VALID FD	=	1 = Treasury /Treas. Trust Fund 3 = Local Fund	
POST SEQ	=	Posting Sequence of Transaction	
REG IND	=	Register for Transactions	
PAYMENT	=	**Creates** 0 = **NO** Warrant/EFT 1 = Warrant/EFT 3 = **Credit Memo** Warrant/EFT 7 = Inter-agency Payment **(IAP)** 8 = **IAP Credit Memo** C = **Cancellation** of **Credit Memo** for warrant D = **Cancellation** of warrant 4 = Inter-fund Transfer **IFT - dr 7140**/cr ???? 5 = Inter-fund Transfer **IFT - dr ????**/**cr 7140**	
DRS USE	=	1 = Disbursement transaction eligible for extraction to Disbursement Reporting Sys.	
1099 USE	=	1 = Remittance Transaction eligible for 1099 summarization in DRS	

How AFRS Associates Regular Payment Tran Codes with
Inter-Agency Payment Tran Codes

```
=== AFRS =(TM.8)==== TRANSACTION CODE DECISION MAINTENANCE ======= C105P180 ===
TR: _____                    LAST UPDATE: 10/03/01
FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

   AGENCY: 9990 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)___
   WRAP CURRENT: 398  PRIOR: 818  CANCEL CURRENT: 451   PRIOR: 4XX  IAP TC: 640
   GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____

   AGENCY: R  ORG IX: _  APPN IX: R    FUND: R FUND DT: _ PROG IX: R
   S-OBJ: R  SOURCE: N     PROJ: _ VEND NO: _ VEND NM: R VEND AD: R    INV: R
   C DOC: R   R DOC: _              GL ACCT: N    MOD: N SUBS-DR: N SUBS-CR: N

          +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
      DF: -   01    _      2    1    _   ___    _     _    _   PERIOD IND: _
      AP: +   11    _                _   ___    _              RESTRICT: _
      AL: +   04    _                _   ___    _              VALID FD: 1
      CC: _   __    _                _   ___    _              POST SEQ: 7
      GP: +   04    _                _   ___    _              REG IND: 6
      SF: _   __           _         _   ___          _        PAYMENT: 1
      OF: +   01           1         _   ___          _        DRS USE: _
      VF: _   __                     _   ___                   1099 USE: _

            PF3=RETURN, PF5=WRAP CONTROL, PF12=MESSAGE, CLEAR=EXIT
 RECORD FOUND AND DISPLAYED
```

Type **V (=View)** in the Function and **210** in the Tran Code field and press Enter.

Note: IAP Tran Code 640 is the comparable Inter-agency Payment Tran Code to Tran Code 210 being viewed on above screen.

If you:
- Enter a regular payment transaction code **210** on an AFRS transaction **and**
- Select a statewide vendor number for another state agency from the IAP Vendor List (PF5 from an input screen or, on the Vendor/Payment Menu (VE), select function **8**)

The AFRS system will:
- Substitute the comparable IAP tran code (**640** in this example)
- Automatically enter the following information for the transaction:
  - ➢ general ledger **5154** (Due to Other Agencies) or **5153** (Due to Other Funds) if paying your own agency
  - ➢ **credit subsidiary number** of the state agency being paid. This must also be in your D-32 Table.
  - ➢ the **billing agency fund**
- If no overnight errors are found, generate a payment and an **IAP wrap** transaction (with tran code of **650** or **651**).

```
=== AFRS =(TM.8)==== TRANSACTION CODE DECISION MAINTENANCE ======= C105P180 ===
TR: _____                    LAST UPDATE: 09/28/01
FUNCTION: V   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

   AGENCY: 9990 TRANS CODE: 640 TITLE: INTER-AGENCY_PAYMENT_-_NO_ENCUMB___
   WRAP CURRENT: 650  PRIOR: 651  CANCEL CURRENT: ___   PRIOR: ___  IAP TC: ___
   GLA 1D: 6505 1C: ____ 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____

   AGENCY: R  ORG IX: _  APPN IX: R    FUND: R FUND DT: _ PROG IX: R
   S-OBJ: R  SOURCE: N     PROJ: _ VEND NO: _ VEND NM: R VEND AD: R    INV: R
   C DOC: R   R DOC: _              GL ACCT: R    MOD: N SUBS-DR: N SUBS-CR: R

          +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
      DF: -   01    _      2    1    _   ___    _     _    _   PERIOD IND: _
      AP: +   11    _                _   ___    _              RESTRICT: _
      AL: +   04    _                _   ___    _              VALID FD: 1
      CC: _   __    _                _   ___    _              POST SEQ: 7
      GP: +   04    _                _   ___    _              REG IND: 6
      SF: _   __           _         -   03          2        PAYMENT: 7
      OF: +   01           1         _   ___          _        DRS USE: _
      VF: _   __                     _   ___                   1099 USE: _

            PF3=RETURN, PF5=WRAP CONTROL, PF12=MESSAGE, CLEAR=EXIT
```

TRANSACTION CODE TABLE   **TC-3**

How to Print AFRS Transaction Code Tables

On the Transaction Code Decision table, type **P (Print)** in the Function field. Press Enter.

```
===  === AFRS =(TM.8)==== TRANSACTION CODE DECISION MAINTENANCE ======= C105P180 ===
 TR: _____              LAST UPDATE:
 FUNCTION: P  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

   AGENCY: 9990 TRANS CODE: ___  TITLE: _____
   WRAP CURRENT: ...  PRIOR: ...  CANCEL CURRENT: ...  PRIOR: ...  IAP TC: ___
   GLA 1D: ____  1C: ____  2D: ____  2C: ____  3D: ____  3C: ____  4D: ____  4C: ____

 T   ORG: _   ORG IX: _  APPN IX: _    FUND: _ FUND DT: _ PROG IX: _
 E  S-OBJ: _   SOURCE: _     PROJ: _ VEND NO: _ VEND NM: _ VEND AD: _    INV: _
 I  C DOC: _   R DOC: _  WARR BA: _ GL ACCT: _     MOD: _ SUBS-DR: _ SUBS-CR: _


         +/-  FF  MATCH  GLA  PDN   +/-  FF  MATCH  GLA  PDN
 F    DF: _  ___   _     _    _     _   ___   _     _    _        PERIOD IND: _
 P    AP: _  ___   _                _   ___   _                     RESTRICT: _
 I    AL: _  ___   _                _   ___   _                     VALID FD: _
      CC: _  ___   _                _   ___   _                     POST SEQ: _
      GP: _  ___   _                _   ___   _                      REG IND: _
      SF: _  ___          _             ___          _              PAYMENT: _
      OF: _  ___          _             ___          _              DRS USE: _
      VF: _  ___                        ___                        1099 USE: _

              PF3=RETURN, PF5=WRAP CONTROL, PF12=MESSAGE, CLEAR=EXIT
```

The print selection screen (below) will display.

- In the Function field, type **Y** (=Yes).
- In the Biennium field type **C** (=Current)
- In the Select field (to the left of each report), type **S** (=Select) to indicate reports you wish to order.
- Press Enter.

```
=== AFRS =(TM.8.1)= TRANSACTION CODE DECISION TABLE REPORTS ====== C105P181 ===
TR: _____
--------- --- --------------- TABLE PRINT REQUEST --- --- ----------------------
FUNCTION: Y  ENTER "Y" TO SUBMIT REPORT(S)    BIEN: C  (C=CURRENT, P=PREVIOUS)
 SELECT USING "S" NEXT TO EACH REPORT DESIRED

            -OTHER REPORTS-                    -FUND TYPE REPORTS-
 S  A = NUMERIC BY TC (NO FILE POSTINGS)  _ L = AA - GENERAL FUND
 _  B = DEBITS  BY GL (NO FILE POSTINGS)  _ M = BA - SPECIAL REVENUE
 _  C = CREDITS BY GL (NO FILE POSTINGS)  _ N = CA - DEBT SERVICE
 _  X = TYPE A,B,C ABOVE                  _ O = DA - CAPITAL PROJECTS
 _  D = MOST COMMON TRAN CODES EXPLAINED  _ P = EA - PERMANENT FUNDS
 _  E = NUMERIC BY TC (WITH FILE POSTINGS) _ Q = FA - ENTERPRISE
 _  F = SPECIAL SORT BY 1ST/2ND GL CODE   _ R = GA - INTERNAL SERVICE
       (WITH FILE POSTINGS)               _ S = HA - EXPENDABLE TRUST
 _  G = ALLOTMENT TRAN CODES              _ T = HB - NONEXPENDABLE TRUST
 _  H = WARRANT WRAP TRAN CODE LISTING    _ U = HC - PENSION TRUST
 _  J = VARIABLE GLS BY FUND & TRAN CODE  _ V = HD - AGENCY FUNDS
 _  K = IAP TRANSACTION CODE              _ W = IA - GEN. FIXED ASSETS
    WHEN CREATING MULTPLE REPORTS THE     _ Y = JA - GEN. L-T OBLIGATIONS )
    RECOMMENDED SUBMIT JOB CLASS IS "E"   _ Z = ALL FUND TYPES (600+ PAGES

             PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Upon pressing Enter, a Batch Job Submission screen will display. Change the default values as needed, and press Enter to submit the report request job. Refer to the **Batch Job Submission** screen document for additional instructions.

NOTE:
Job class E (overnight) is recommended when requesting multiple reports.

```
=== AFRS ================== BATCH JOB SUBMISSION =============== C105U100 ===
                                                                         9990
                     TRAN CODE DECISION RPTS - AA-GENERAL FUND

------------------------------ JOB PARAMETERS ------------------------------
           CLASS: E   (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

         CONTACT: Name & Mailstop  ___  (PERSON OUTPUT IS DIRECTED TO)

 SEND OUTPUT TO: LOCAL____  (LOCAL, R###, CLUSTER ID, FICHE, EXCHANGE, IOF)

      BIN NUMBER: 00

        LOCATION: __     ◄————————  May use location to refer to location code set up on Screen
                                    RR.3 for mailing label address.

        LOGONID: XXXX999   COPIES: 01

          JOB ID: AFR (FIRST 3 CHARACTERS OF JOB NAME)


          (ENTER=SUBMIT, PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT)
CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.
```